

# JUDICIAL COUNCIL OF CALIFORNIA

**Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102**  
(415) 865-4370 Web site: [www.courtinfo.ca.gov/jobs](http://www.courtinfo.ca.gov/jobs) (415) 865-4327 Fax

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** ADMINISTRATIVE SECRETARY

**REFERENCE #:** 2061

**LOCATION:** Sacramento, California

**SALARY:** \$3,523 - \$4,282 per month  
(Starting salary may vary between \$3,523 and \$3,699 per month)

### THE JUDICIAL COUNCIL AND THE CALIFORNIA ADMINISTRATIVE OFFICE OF THE COURTS

The Judicial Council is the policymaking body of the California courts, the largest court system in the nation. Under the leadership of the Chief Justice and in accordance with the California Constitution, the council is responsible for ensuring the consistent, independent, impartial, and accessible administration of justice. The Administrative Office of the Courts carries out the official actions of the council and ensures leadership and excellence in court administration.

With a staff of approximately 600, the AOC offers a full range of administrative support to California's judicial branch, which comprises the state, appellate, and trial courts; the Habeas Corpus Resource Center; and the Judicial Council. This support includes legal research and advice; court project development and implementation; legislative analysis and advocacy; judicial and staff education; human resources services; information systems development; and accounting, business services, facilities, and budget advocacy, development, and management.

### THE OFFICE OF COURT CONSTRUCTION AND MANAGEMENT

In accordance with Senate Bill 1732 (Trial Court Facilities Act of 2002), the Judicial Council will represent the state in all negotiations with the counties regarding the disposition and transfer of trial court facilities from the counties to the State. In addition, this landmark legislation establishes procedures and an infrastructure for this shift to take place over a period of three years starting July 1, 2004. To support this initiative, the AOC established the Office of Court Construction and Management to provide a broad range of professional services including planning, design, construction, and facility and real estate management for the courts throughout the state. The divisional responsibilities will also include: real property negotiations and/or title transfer; reviewing legal transfer documents and state-county operating agreements; developing the organizational structures to assume building operations and maintenance responsibilities; designing and implementing a centralized facility database to manage court facilities, fixed assets, and capital improvements; and preparing the necessary staffing for these operations. Currently, the division is embarking on foundational phases to organize and manage the transfer of responsibility for over 450 individual court facilities.

### DESIGN and CONSTRUCTION SERVICES UNIT

This unit is staffed by a core group of experienced and qualified architects, engineers, project managers, construction specialists, and cost estimators. The Administrative Secretary for the Design and Construction Services Unit reports directly to the Assistant Director and is responsible for providing secretarial support to the Design and Construction Services unit. .

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Some resources will be at the local or regional level to provide direct access and support to construction projects. A system-wide computer database and project management network integrates all planning, design, and asset management activities.

This unit provides the project management for new capital construction and major renovation projects. Staff is responsible for delivering approved capital outlay projects on time, on budget, and of good quality. This is accomplished through proper planning, selection and management of professional architects, engineers, and other consultants; knowledgeable estimation and management of costs and schedule; and lastly, prompt resolution of disputes and changes.

The unit will manage the quality, scope, budget and schedule of projects, and will implement the capital project's long-range plan. Responsibility includes leading a project from needs assessment to project design and construction contract administration, and post-occupancy evaluations. The staff assures statutory and code compliance, and assembles and manages resources from outside consultants. The unit is accountable for providing responsive and cost-effective services.

A specialized inspections sub-group, along with labor compliance monitoring, will provide on-site construction quality control inspections. The unit will use and maintain information in a facility-wide, computer-based project management tool and asset database.

## **RESPONSIBILITIES**

Under general supervision, the Administrative Secretary will provide secretarial support to the Design and Construction Services unit of the Office of Court Construction and Management. Primary responsibility will be providing confidential support services to an Assistant Division Director, as well as the staff of the unit, in addition to:

- Provide secretarial, administrative, and confidential support services to the Assistant Division Director and unit staff;
- Exercise initiative and independent judgment and prioritize and coordinate multiple work activities;
- Prepare and distribute reports, correspondence, and other documents;
- Work with other unit staff and coordinate information flow, paperwork complex projects;
- Maintain correspondence with judges and other court staff;
- Draft routine correspondence, responds to telephone inquiries, organize, maintain and update files and records;
- Follow up on projects, transmits information, and keeps informed of unit and organizational activities;
- Review finished materials for completeness, accuracy, format, compliance with policies and procedures, and correct English usage, including spelling, grammar, and punctuation;
- Research and compile a variety of information and prepare periodic and special reports;
- Schedule and arrange for meetings, make room reservations and travel arrangements, prepare agendas, draft memoranda for meeting notices, and take and disseminate meeting minutes;
- Participate in the development, implementation, and maintenance of unit databases;
- Process time sheets, expense reports, and other documentation for the unit;
- Coordinate the preparation and provision of materials and binders for meetings and programs;
- Receive, sort, and distribute mail and packages;
- Assist other staff of clerical detail;
- Other administrative duties as assigned.

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### **MINIMUM QUALIFICATIONS**

Equivalent to graduation from high school, the ability to type 55 words per minute, **and** three years of secretarial experience that included organizing and coordinating secretarial and administrative support functions.

**OR**

One year as a Secretary II with the judicial branch.

The position may require occasional overtime and statewide overnight travel.

### **DESIRABLE QUALIFICATIONS**

Successful candidates will have the ability to organize and coordinate multiple work activities; use initiative and independent judgment within established procedural guidelines; maintain confidentiality; communicate effectively in English both orally and in writing; articulate instructions and directions to judges, and establish and maintain effective working relationships. Experience providing secretarial support to an entire department is preferred. Advanced skills related to MS Office (Word, Excel, PowerPoint and Access), Outlook and Internet.

### **TO APPLY**

Please refer to Job #2061 in all communications, including your application. Our official application must be completed **thoroughly** in order to be considered. This position requires completion of a supplemental questionnaire that is attached. **The position will remain open until filled.**

To apply online, go to <http://www.courtinfo.ca.gov/jobs/onlineapp.htm>

**OR**

To request a printed application, please contact:

California Administrative Office of the Courts  
Human Resources Division  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102  
(415) 865-4370  
(415) 865-4327 Fax  
(415) 865-4272 Telecommunications Device for the Deaf

### **AN EQUAL OPPORTUNITY EMPLOYER**

*The mission of the AOC is to serve the Chief Justice, the Judicial Council, and the courts for the benefit of all Californians by advancing leadership and excellence in the administration of justice that continuously improves access to a fair and impartial judicial system.*

**Supplemental Questionnaire  
For  
ADMINISTRATIVE SECRETARY  
(Job #)**

**This supplemental form is intended to provide more detailed information about your work experience. Your answers to the following questions will allow us to better assess your qualifications. Circle the appropriate answer to each question and follow each question's directions.**

Yes No 1. Are you proficient in file and records management? If so, briefly describe the scope and depth of your relevant education and experience in the space below.

Yes No 2. Do you have experience preparing lengthy, complex narrative reports? If so, briefly describe the nature of the report and your role in preparing it.

Yes No 3. Do you have experience creating, using, and maintaining mailing databases? If so, please describe one such database and how you used it.

Yes No 4. Do you have experience in taking minutes at meetings? If so, briefly describe the scope and depth of your relevant experience.

Yes No 5. Do you have experience in writing routine memos and letters? If so, briefly describe the scope and depth of your relevant education and experience.

6. This question refers to your office automation skills. For each computer application listed below, circle yes if your self-assessment is that you are proficient in the application listed.

Yes No Windows?

Yes No Word 7.0 or higher?

Yes No Word 7.0 advanced word processing functions such as tables?

Yes No Word 7.0 advanced word processing functions such as mail merge?

Yes No PowerPoint?

Yes No Calendaring software? Please specify: \_\_\_\_\_

Yes No Other word processing software? Please specify: \_\_\_\_\_

Yes No Excel?

Yes No Other spreadsheet software? Please specify: \_\_\_\_\_

Yes No Microsoft Access?

Yes No Other database software? Please specify: \_\_\_\_\_

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Supplemental Questionnaire  
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Yes No      Microsoft Project?

Yes No      Other project management software? Please specify: \_\_\_\_\_

Yes No      Other relevant software? Please specify: \_\_\_\_\_

Yes No    7. Do you type at a rate of 55 wpm or more? If you have recent certification of your typing speed (perhaps from a school or employment agency), please attach a copy of it to this document. Such certification is not required.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_